

SERGEANT MAJOR OF THE ARMY'S "NOT IN MY SQUAD" (NIMS) INITIATIVE

NIMS WORKSHOP COORDINATION CHECKLIST

CAPE Coordinator (upon receipt of request):

- Check requested dates against published NIMS windows.
- Contact hosting unit POC to determine:
 - They have reviewed the NIMS Website, understand the purpose of the workshop, and it meets the unit's intent.
 - They have allocated adequate time for the workshop (preferred 3 days; at least 2 days without other distractors/training taking away from NIMS).
 - Specific time and date of each workshop; if multiple sessions are desired. For planning, each workshop requires a minimum of three days to allow for a zero day/prep day.
 - The anticipated number, grade, and positions of participants. Is it focused on squad-level leaders? Discuss participants should be squad leaders selected for good leadership and communication skills, and those who are willing to take the NIMS message back to their units. Participants should be of normal SL rank (SGT-SSG), but diverse gender, MOS, etc.
 - They have adequate plenary session and breakout room space identified to support the number of participants.
 - Breakout rooms are private (e.g., with doors that close and solid walls) so groups aren't distracted by other groups (dividers normally don't block out sound).
 - They are making the workshop available to other units on their installation to include ARNG and USAR if possible.
 - The hosting unit CSM or other appropriate leader (CDR or other CSM) is available on day zero for an in-brief with the facilitators, day 1 for opening, and day 3 for the participant backbriefs. Highest ranking CSM is preferred (e.g., DIV or Corps CSM).
 - The hosting unit agrees to provide requested workshop supplies.
 - Get contact information (email and phone) for the hosting unit CDR and CSM.
 - Suggest to hosting unit best practices/lesson learned from previous workshops: wear of business casual attire; providing participants with schedule, expectations, and read-aheads week prior to event; unit morale-building PT; coordination of lunch and transportation for participants as necessary; no audio or video recording in discussion groups; no visitors in discussion groups.
- Present the request and above details to CAPE T&E Division Chief for adjudication with CAPE Director, SGM, and ARI.
- If approved, send commitment e-mail to hosting unit POC with read ahead materials, protocol, etc.
- Coordinate with SMA's staff to see if he can attend in person or via VTC.

- If disapproved, send regrets to unit and direct them to the materials that can help them self-facilitate a workshop.

ARI Coordinator (upon receipt of workshop commitment from CAPE): Contact hosting unit POC to determine status of their workshop preparation IAW the below timeline.

60 Days out from zero day:

- Confirm unit has published OPORD (if desired) – CC NIMS team (ARI & CAPE).
- Confirm venue and classroom support (see NIMS protocol).
- Confirm unit is making arrangements for SMA attendance (VTC/ in person) if applicable.
- If needed, identify POCs to secure lodging and transportation.

30 Days out from zero day:

- Get draft schedule from unit POC and provide to NIMS team (ARI & CAPE).
- Confirm availability of the Senior Enlisted Advisor (SEA) to make opening remarks and participate in the backbrief (DIV CSM, Corps CSM, etc). If the most senior individual is not available, then who will be available? Confirm that BN/BDE CSMs other than the designated SEA will not participate in the discussion groups or backbriefs unless specially coordinated and agreed to by CAPE SGM because of a specific hosting unit desired outcome. They can participate during in-brief with the NIMS team to understand the NIMS initiative.
- Send Senior Leader pre-brief and schedule time for zero day meeting with NIMS team. This is important for consistent messaging of NIMS purpose.
- Confirm availability of screen, speakers and proxima (projector capability) at venue.
- Confirm supplies resourced (see supply list). Make determination if ARI will mail supplies instead of unit supplying them.

15 Days out from zero day:

- Confirm name and contact numbers of the POC/escort officer for NIMS team to touch base with once they arrive in area.
- Confirm meeting time with the POC and CSM on zero day.
- Receive attendee roster with rank, unit, MOS, email and gender.
- Receive strip map from main gate to venue location with building and room numbers.
- Confirm tech support available on-site for zero day to ensure a/v (proxima, screen).
- Confirm that unit will provide a copy of the post-workshop AAR to each workshop attendee. Copy of AAR is digitally sent shortly before the event. Completed post-seminar AARs will be collected by NIMS team immediately following the workshop.
- Confirm name and contact email for POC (if different than hosting unit POC) that will be able to push a 90-day follow up AAR link out to audience attendees.
- Provide attendees copy of schedule and read ahead materials.

7 Days out from zero day:

- Check for any last minute changes or challenges with hosting unit POC.